

RESUME FORMAT

<Fill Sl. No. & Name of Position applied for as mentioned in Advertisement>

<Candidate Name>

<Candidate Address>

<Candidate D.O.B.>

<Candidate Mobile No.>

<Candidate Email Id>

PROFILE SUMMARY

Category	Details
Highest Educational Qualification	SSLC / 10 th / PUC / Higher Secondary / Graduate / Post Graduate/M Phil / PhD
Total months of relevant experience in tourism sector as on (15/01/2021)	Years - Months
Age as on (15/01/2021)	Years - Months
Certification Details (if any)	Certificate Name & Details: <add more rows to include more certificates>

PROFESSIONAL EXPERIENCE

Employer Name	Position	From	To	Details of Work undertaken that best illustrates capability to handle the task assigned for the applied Position
<add rows if required>				

EDUCATIONAL DETAILS

Educational Institute Name	Qualification	Year of passing	% Marks
<add rows if required>			

COMPUTER SKILLS

Skill <select none / basic / advanced>	MS Word	MS PowerPoint	MS Excel	Other Relevant software certifications done by the candidate as per Job requirement
Computer Skills	None / Basic / Advanced	None / Basic / Advanced	None / Basic / Advanced	None / Basic / Advanced

LANGUAGE SKILLS

Language <select Yes / No>	Read	Write	Speak
Kannada	Yes / No	Yes / No	Yes / No
English	Yes / No	Yes / No	Yes / No

DOCUMENT CHECKLIST

Category	Instructions <select Yes / No>	Enclosed
Educational	Enclose all educational certificates (e.g. school, graduation etc.)	Yes / No
Experience	Enclose all experience certificates (relieving / appointment letters from employers)	Yes / No
Certifications	Enclose all professional certificates (MS office, Tally, other trainings etc.)	Yes / No
Valid Identity Proof	Enclose valid proof of age	Yes / No